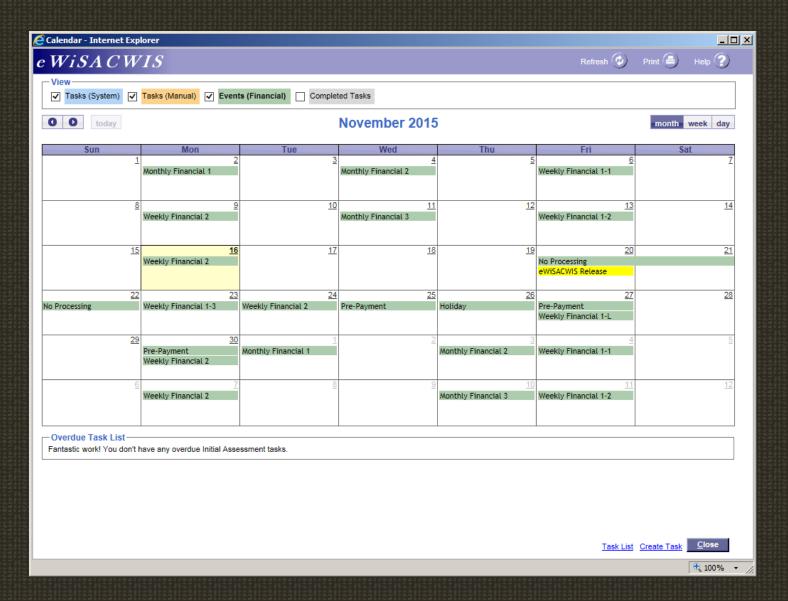# Financials November 2015

Welcome!!

Your eWisacwis team

- Section Chief – Jenny Bundrage
- County eWisacwis contacts
  - Bob Kiel – Northern & Western
    - Robert.Kiel@wisconsin.gov
  - Andrew Eastman – Southern & Milwaukee
    - AndrewO.Eastman@wisconsin.gov
  - Lisa Epple - Northeastern & Southeastern
    - Lisa.Epple@wisconsin.gov
- Helpdesk – CGI Evelina Bolotiuc
  - DCFHelpDesk@wisconsin.gov
  - (855) 264-6323

System Updates

Calendar

Release 5.3 - February 2015

- To support the extension of care to age 21 we updated the Kinship Placement report (SM10a31)
  - Added age to help identify children reaching 19

Release 5.4 – June 2015

- Kinship for over 19
- Payment Generation Batch
- Release Function
- Fixes
- Supervised IL Rates

Kinship for over 19

- Modifications to the placement, service, and one-time payment documentation process in eWiSACWIS to support the switch to a different set of kinship care service types when the youth turns 19.
  - Service types will be labeled "KC age 19 and older" or "KC under age 19"
- Counties can then associate these service types with a different reporting category so that they can claim the related costs outside of Temporary Assistance for Needy Families (TANF) funds.

Messaging

- A new e-mail message to inform of children in kinship who turn 19 and the placement needs to be ended.
- Message is sent when:
  - Two months before the child's 19th birthday (when the child is 18 years and 10 months old);
  - On the child's 19th birthday;
  - On the last day of the month of the child's 19th birthday.
  - Every month with pre-payment runs for children over 19

Change to Payment Generation Batch

- Instead of only processing closed placements that have been approved for ending in the last 75 days, the program will process closed placements/services that have been approved for ending on or after 12/01/2012.

Consequently...

- The first regular run of the program (after go live with the release) generated the payments/overpayments that were missed for existing placements because of the 75-day condition.

Skip one day delay for moving checks from Release to In Process

- Previously the batch ignored checks for which the disposition date is not at least one day old. That might be helpful for checks in Pending Status (to make sure workers get at least one day to review the pending check), but not when the status is Release.

Fixes

- Ending a placement with end date that is the same as start date was causing the system to end the Foster Care Rate as Made in Error.

- Approval of a foster care for a previous closed placement is ending the current open FC rate for the open placement.

- Preventing a foster care rate that ends before it starts.

Supervised Independent Living (SIL) Rates

Why?

- Sets a child specific rate per the Supervised IL rate form and generates payments from Wisacwis.

- Documents and tracks amounts by cost item.

- Allows the state to claim Title IV-E funds.

SIL Rate

When setting an appropriate monthly SIL rate for a child, the county or Department shall complete the Supervised Independent Living Rate Setting and may include the following cost categories:

- Rent/Renter's Insurance
- Food Budget
- Furnishings
- Household Supplies
- Utilities (Electricity, Heat, Water and Sewer)
- Telephone
- Clothing
- School Supplies
- Personal Incidentals
- Daily Supervision (treated as an Admin payment for claiming)
- Other (these costs will not be IV reimbursable)

SIL Rate

- For supervised IL placements a new Supervised Independent Living Rate page will be used to document all cost items contained in a Supervised IL rate.

- Accessed via Maintain -> Independent Living

- One rate is created per SIL Placement.

Basic

Case: Badger, Mom (867723)　　　Child: Badger, Bucky M. (1234575)　　　DOB: 01/01/1996　　　County: Milwaukee

Placement Provider: Lad Lake (22520)　　　Parent Agency: Lad Lake Inc. (8021013)

Placement: Supervised Independent Living 06/12/2014 - Present

Supervised Independent Living Rate Details

☐ View Not Approved/Made in Error

Cost Item	Amount	Frequency	Start Date	End Date	Provider		Status	
Daily Supervision ▼	$800.00	Daily ▼	06/12/2014	00/00/0000	Lad Lake (22520)		Pending ▼	Delete
Rent- Paid in Advance ▼	$223.45	Monthly ▼	06/12/2014	00/00/0000	Landlord, Jessie (347576)	Search	Approved ▼	Delete
Clothing ▼	$300.00	One-Tim ▼	06/23/2014	06/23/2014	Badger, Bucky (7000123)		Approved ▼	MIE

Insert

Current Month Maintenance Rate
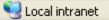
Total Paid to Badger, Bucky (7000123):　　$223.45

Total Paid to Lad Lake (22520):　　$800.00

Total Paid to LandLord, Jessie (347576):　　$250.00

Total:　　$1273.45

Options: [　　　　▼] Go　　　　　　Save　　Close

SIL Rate

- Each cost item will automatically create a service on approval, which will generate payment.

- Each cost item can be set to go to a different provider (for example: rent to landlord, food to youth, daily supervision to agency)

- Each cost item can be set for a different time period and payment frequency (monthly, daily, one-time), up to 6 months in the future.

SIL Rate

- The SIL Rate does not follow the normal eWiSACWIS approval process. An automated message will be utilized to notify the approver about these items once they are documented.

- All of these cost items will be linked to the youth's supervised independent living placement.

📁 Badger, Mom (9222456)   Actions

Child Welfare   08/05/2008   Cake, Caitlin M., Jr.   Washburn - Shell Lake

💱 Assets and Income

📋 Assignment

✔ Eligibility

🏴 ICWA

🏠 Placements

   Open Placements

   🏠 Out of Home Placement - Supervised Independent Living
      11/03/2014   SIL Private Agency   Badger, Bucky M., Jr.   Milwaukee   Approved

      🏠 Supervised Independent Living Rate- Badger, Bucky M., Jr.

      ℞ CANS Out of Home   11/10/2014   Badger, Bucky M., Jr.   Pending

   Closed Placements

   🏠 Out of Home Placement - Foster Home (Level 2+)
      10/16/2014   11/02/2014   Provider, Female   Badger, Bucky M., Jr.   Milwaukee   Agency Requested Change   Closed

℞ Planning

👨‍👩‍👧 Related People

👫 Services

   Open Services

   👫 Service - SIL -Rent
      11/03/2014   SIL Private Agency   Badger, Bucky M., Jr.   Milwaukee   Approved

   👫 Service - SIL - School Supplies
      11/03/2014   Badger, Bucky   Badger, Bucky M., Jr.   Milwaukee   Approved
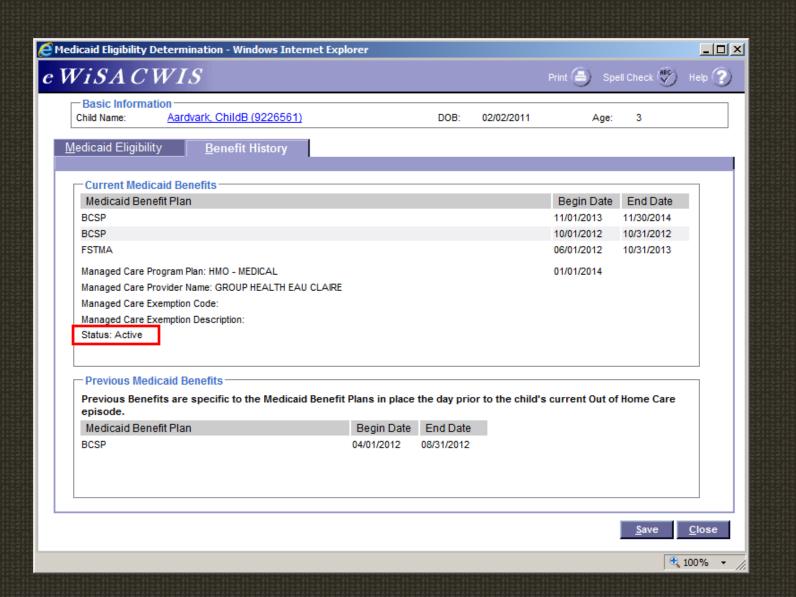
Messaging

- In addition to being notified when items are ready to be approved fiscal workers will also be receive e-mails at the end of the month if there are SIL Placements without a rate or with pending items.
- Similar to the missing foster care rate message that is sent monthly.

Release 5.5 - November 2015

- Automated Medicaid Certification process
- The overpayment adjustment batch now accounts for manual overpayment adjustments linked to checks.
- Missing from Out of Home care can be entered as a removal placement.
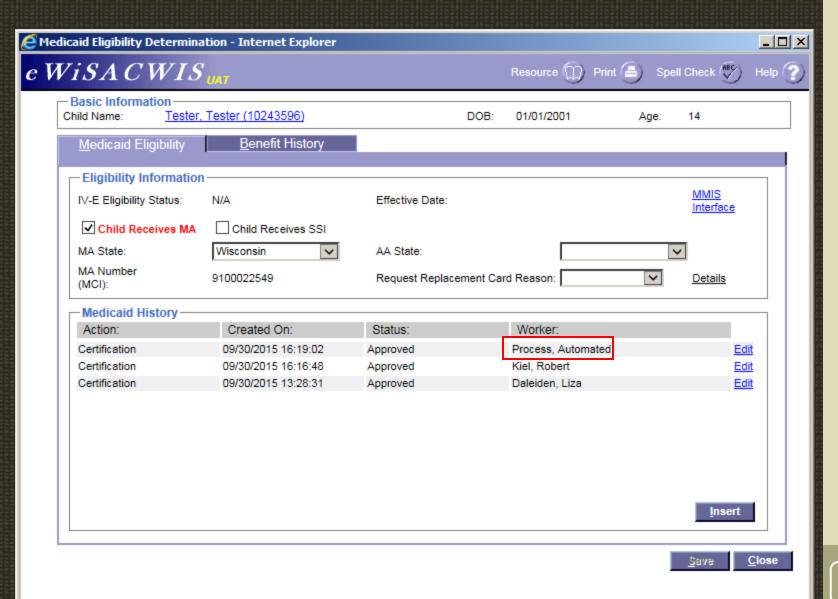
MA Care4Kids Program

- Gather status info about Managed Care Program Plans and accommodate contiguous sequences of plans

23

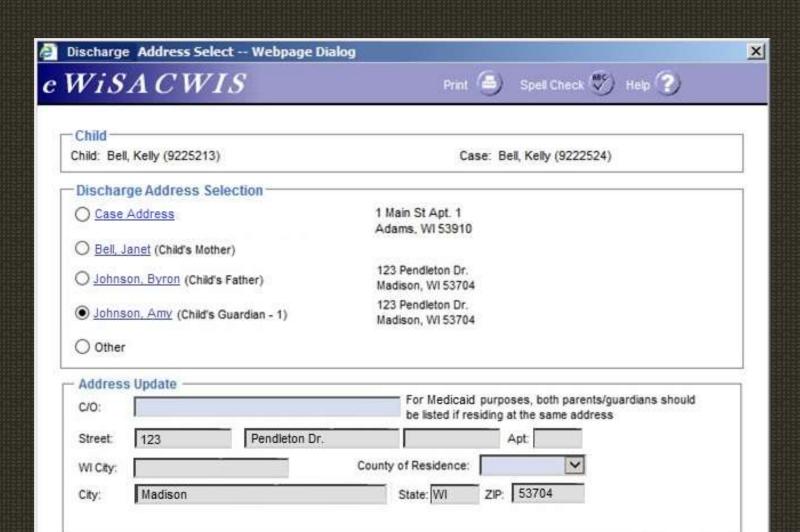# New Certifications and renewals

- A MA certification row will be generated on approval of all removal placements.
  - A new batch will run nightly to check for any active MA certs that expire in the next 5 days and will automatically create and send the renewal.
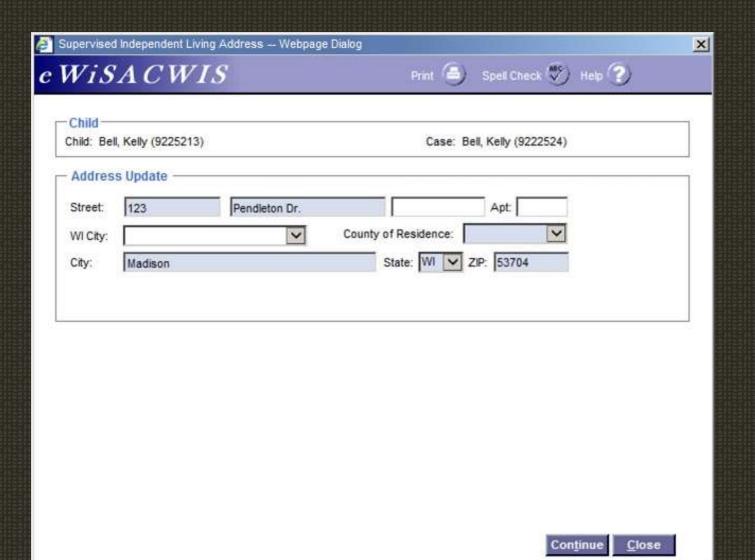
Address updates

- A update will be sent any time the child's address changes.
  - On entering a new placement
  - On updating the provider address
  - A page has been added to capture the address the child is discharging to.
  - And, pages have been added to document the address for Trial Reunification and Supervised Independent Living.
- Add County to the Case Address.
- Notification when children with active MA leave/return to WI.

Discharge Address Select -- Webpage Dialog　　　　　　　　　　　　　　　　　　✕

e WiSACWIS

Print 🖨　　Spell Check 🔤　Help ❓

Child

Child: Bell, Kelly (9225213)　　　　　　　　　　　　Case: Bell, Kelly (9222524)

Discharge Address Selection

○ Case Address　　　　　　　　　　　　　1 Main St Apt. 1
　　　　　　　　　　　　　　　　　　　　Adams, WI 53910

○ Bell, Janet (Child's Mother)

○ Johnson, Byron (Child's Father)　　　　123 Pendleton Dr.
　　　　　　　　　　　　　　　　　　　　Madison, WI 53704

⦿ Johnson, Amy (Child's Guardian - 1)　　123 Pendleton Dr.
　　　　　　　　　　　　　　　　　　　　Madison, WI 53704

○ Other

Address Update

C/O: [　　　　　　　　　　　　　] For Medicaid purposes, both parents/guardians should be listed if residing at the same address

Street: [123]　[Pendleton Dr.]　[　　　　] Apt: [　　]

WI City: [　　　　　　　] County of Residence: [　　　▼]

City: [Madison]　State: [WI]　ZIP: [53704]

Continue　　Close

Supervised Independent Living Address -- Webpage Dialog

e WiSACWIS

Print   Spell Check   Help

Child

Child: Bell, Kelly (9225213)   Case: Bell, Kelly (9222524)

Address Update

Street: 123   Pendleton Dr.   Apt:

WI City: County of Residence:

City: Madison   State: WI   ZIP: 53704

Continue   Close

Cancelations

- MA Cancelation will be automatically created on discharge, for the 3 months in the future.

Please note

- For children in OHC when we go live. If the MA is not current in eWisacwis address updates will not be generated and they will not automatically renew.
- Users can still manually enter a certification to get them up to date.

Release 5.6 – February 2016

- Successor Guardians for SG
- E-mail for MA when an adopted/SG child moves to or from WI
  - When the providers address gets updated a message will be sent to the State's Adoption MA specialist (Brenda Duchow)
  - Prior to February please notify Brenda if you know of a child that this would apply to. Brenda.Duchow@wisconsin.gov
- SG Fix - The termination of SG determination creates a one-time payment when termination is due to death of guardian. The logic treats the last day of the month as mid-month. Because of that the one-time payment has begin date of 11/1/13 and end date of 10/31/2013.

Release 5.7 – June 2016

- Missing from Out of Home Care

Reminder/Best Practice

Check Number Recording

- We have found counties are not consistently recording the check numbers and dates of checks in eWiSACWIS via the Checks Printed interface.

- Without the check number and date information, the checks are left in in an In Process status and associated payments cannot be processed for Title IV-E claiming.

- Additionally, trust account money cannot be applied towards these payments.

- This could mean lost revenue for the State/County.

From 1/1/15 to 11/1/15

45 Counties

1683 Checks left in an In Process status

For a total of $3,779,710

To fix:

- Make sure that the Checks Printed interface files are still being uploaded to be processed.

- You can use the Maintain Checks and Payments Maintenance page to search out the county's checks with status of In Process.

Checks that have been issued but are still In Process

- Prepare the missing Checks Printed interface files and upload them to the Outbox folder on VPN

- Or use eWiSACWIS online Check Number Recording page to add the missing check numbers and dates.

Past checks that were not issued in part or in full

- Use the Check Number Recording page to enter a bogus check number and date (to update the check status to Outstanding).
  - If the check was not issued at all, cancel the outstanding check using the disposition of 'Cancel- Do Not Pay'.
  - If a check was issued for some of the payments on the eWiSACWIS check, the county can Cancel- Reschedule the outstanding check. Then include the payments that were paid out on a manual check, and cancel the payments that were not paid out.

Dealing with overpayments

- Counties are not consistently canceling overpayments that are not real overpayments.
  - For example, an overpayment that was generated as a result of making the placement in error for purpose of recreating the placement, but the original payments were accurate.

- The overpayments should be canceled, they cause a reduction in the federal claim.

One Time Payments

- If you believe a one time payment is needed please contact Jonelle Brom with the Bureau of Permanence and Out of Home care to see if it will be approved.

- If she approves open a ticket with the helpdesk.

One Time Payments

- We reactivate One-Time payment service type and let you know that you can create the one-time payments.

- Once you are done creating the payment, send to Jonelle for approval. Jonelle will need the following:
  - Payee ID
  - Child ID
  - Date(s) of payment(s)
  - Amount(s) of payment(s).

- Once all payments are fully approved by Jonelle notify sacwis team.

- Deactivate the Service Type again.

FPI/YES/Wrap Placements

- The Out of Home placement needs to match the actually provider of the child's placement.
  - Use the service type identified as FPI, YES or Wrap
  - This service type does not generate payment
- In addition to the OHP, a service is documented to generate the payment to the agency.
  - Use the FPI, YES or Wrap Service
- If it is a foster home placement a rate setting must also be completed.
- See placement manual

Break time!

Discussion and Feedback

Rate Setting Timeliness

- Timeliness issue when the first rate is backdated.
- For example:
  - The CANS is completed today (Nov 19th) but the foster care rate is backdated to the date of placement (Nov 1st).
  - Cans tickler will display as due in 6 months from today (May 19th). However the next rate should be done 6 months from the start of placement (May 1st).
- Would you like to see anything additional from sacwis to assist with this? New Rate Setting Tickler for the rate setter, Modify the CANS tickler for the worker, Calendar Task, E-mail, other??

Interface and REPL database

- Interface issues?
- Replication database
  - What is it being used for?
  - Third party software? GIT?

Placement Correction

Long term plan is to eliminate placement correction

- What is it being used for?

- What situations do we need to account for that placement correction currently handles?

Trust Accounts

- The Trust Account Module was developed to track county costs of care and the refunds (Child Support, SSI, SSA, Waiver contributions, etc.) that come into the county to offset those costs.

- A Trust Account is comprised of two main tabs: Benefit Record and Ledger.

- The Benefit Record tab lists all of the Benefits that child is or has ever received. A benefit may be Child Support, some form of Federal support, or some form of refund obtained through a program (such as a Waiver Program). Essentially, any money coming into the county that is going to offset that child's cost of care should be documented through the Trust Account. It is important to note that a ledger entry cannot be made on a specific benefit until that benefit has been documented on the Benefit Record tab.

- The Ledger tab provides a checkbook style listing of all deposits of Benefits received and all withdrawals that have gone against incurred cost of care for the county .

Questions

- Are you entering amounts to the trust account page?

- What is typically being entered?

- How do you use the trust account page?

Batch Schedule

- Sacwis Calendar vs Word doc
- Note that the batch schedule may be updated throughout the year
- Weekly runs
  - Should we eliminate Weekly runs so that only one F1 run per week: either MF1 or WF1. For example, when MF1 falls in the beginning of the week, there should be no WF1 scheduled for the same week.

Financial Manual

- Which sections are most useful?
- Do you use any of the Quick reference guides?
- Format preference. One big guide vs. smaller quick guides for each topic.
- Content
- Common Processes guide

Reports

- Are reports meeting county needs?

Future Meetings

- Regional vs Statewide
- 1, 2, 3 times a year?

Questions?

Trivia

How do you unlock a month?

Unlock all payments for the month by going to the options dropdown and using the option "Lock/Unlock Payment Month".

How to cancel an overpayment?

Overpayment Status Maintenance

How to create a manual check?

Create -> Financial Work -> Manual Check

How to cancel an In Process check?

Move the check to an Outstanding Status first.
Then it can be canceled.

How do you make the system generate payment between batch cycles?

From the placement or Service go to (re)generate Payment under the options dropdown

Can you cancel a only one payment from a pending check?

YES, use review pending check page

Can you cancel a check without canceling the payment?

YES

From the Check disposition page enter a New Disposition of "Cancel – Reschedule"

Can you create a CANS to cover a time period in the past where there is a GAP between rates?

No, a CANS cannot be created with an effective date prior to the most recent CANS. A foster care rate can be created to cover a GAP but only if a CANS exists.

How do you link a payment to a pending (or pending release) check?

Use the link button on the payment OR

From checks and payments maintenance.